



GEORGE W. LINDBERG
COMPTROLLER
STATE OF ILLINOIS

September 15, 1975

PAYROLL BULLETIN
(13-75)

201 STATE HOUSE
SPRINGFIELD, ILLINOIS 62706
217/782-6000

TO: All Agencies, Departments, Boards,
Commissions and Universities
Attention: Payroll Office

SUBJECT: Message Codes for Payroll Vouchers

The attached list of payroll messages should be used to identify certain transactions on payroll vouchers.

The purpose of this listing is to standardize the messages used on all payroll vouchers.

Agencies submitting a Comptroller's prelisted voucher should begin using the new message codes immediately. Agencies submitting payroll vouchers on magnetic tape should implement the new message codes on or before January 1, 1976.

Messages may be abbreviated, however, the abbreviation must be easily interpreted.

Additional messages may be used for items not on the list, however, these messages must be cleared through the payroll section of this Office.

Very truly yours,

George W. Lindberg
Comptroller

By: Kermit W. Kerley
Payroll Supervisor

KWK:cs

attachment

MESSAGE CODES FOR PAYROLLS

1. New - Effective Date
2. Final - Effective Date - Number of Vacations Days - Daily Rate
3. Layoff - Effective Date
4. Return from Layoff - Effective Date
5. Suspension - Effective Date
6. Return from Suspension - Effective Date
7. Discharge from Suspension - Effective Date
8. Leave of Absence - Effective Date
9. Return from Leave of Absence - Effective Date
10. Reinstated - Effective Date
11. Finaled in Error
12. Transferred to (Payroll Code) - Effective Date
13. Transferred from (Payroll Code) - Effective Date
14. Returned for Vacation Pay Only
15. Returned for Overtime Only
16. Name Change From
17. Social Security Number Changed From
18. Position Code Corrected
19. Rate Change (Negotiated or Prevailing)
20. Promotion
21. Satisfactory Performance Increase - Effective Date
22. Superior Performance Increase - Effective Date
23. Promotion with Service Increase - Effective Date
24. Promotion with Merit Increase - Effective Date
25. Service with Merit Increase - Effective Date

26. 8.00f Adjustment - Effective Date
27. Reallocation - Effective Date
28. Demotion - Effective Date
29. Voluntary Reduction - Effective Date
30. Docked - (Number of Days Per Pay Period at Daily Rate Other Than Current Pay Period)
31. Salary Adjustment for (Pay Period at Rate)
32. Deduction Adjustment (F.I.C.A., Insurance, etc.)
33. Shift Differential
34. Adjust Shift Differential
35. Salary Differential Applied
36. Lump Sum Vacation (Number of Days at Daily Rate)
37. Overtime (Hours at Straight Time and Hours at Time and a Half)
38. Tax Levy
39. Bankruptcy
40. Garnishment